

F.No.18 (3)/2004-A&P
Government of India,
Ministry of Parliamentary Affairs,

92, Parliament House
New Delhi.
Dated: 25th February, 2010

To,

Subject: Comprehensive Maintenance contracts of Fax Machines.

Sir,

I am directed to call for quotations for Comprehensive Maintenance Service contract for one year for the following Fax machines installed in the Ministry.

S.No.	Description (Model No.)	Quantity	
1.	Modi Xerox (F-4200)	1	
2	Modi Xerox (F-5100)	1	
3	Modi Xerox (F-4000)	1	
4	Modi Xerox (F-7300)	1	
5	Sharp FO-1460	1	
7.	Canon JX201	5	
8	Panasonic KX-FM131	1	
9	Canon L-220	2	
10	Samsung SF-565	2	

2. The terms and conditions of the contract will be as follows:-

- The rates quoted will remain in force during the period of contract as specified by this Department and during the currency of contract no demand for revision of rates on any account whatsoever will be entertained.
- The contract will be for "Comprehensive maintenance service" i.e. if any part is required to be replaced the same will have to be replaced under the contract and no extra charges will be paid by the Ministry for any spare part. It will be the responsibility of the company to provide genuine spare parts of machines and to keep all the machines in working order.
- The tenderers should have previous experience of having handled above Fax machines in AMC for a period not less than three years. **The tenderers should enclose documentary evidence to prove their competence for undertaking the job in question and also furnish proof of their standing and good-will. The quotations submitted without PAN number of the firm shall be summarily rejected.**

Contd/2

- The Selected firm shall be required to depute technically and professionally competent personnel to provide requisite maintenance service. For this purpose, the company will maintain servicing card for each fax machine on which full signatures of person operating the machine shall be taken after each service. All complaints for the repair of machine shall be attended within the office premises within 24 hours of the complaint.
- The payment of maintenance charges will be made on quarterly basis after completion of the quarter. No charges will be admissible during the period when the equipments remain non-functional for reason attributable to the contractor.
- Any failure on the part of the firm to maintain the machines or to rectify the defects within 24 hours of report satisfactorily will entail proportionate deduction from the contract value as may be decided by the competent authority.
- It shall also be the responsibility of the contracting firm to hand over the machines in good working condition at the end of the contract period to this Ministry, failing which the firm shall be liable to pay liquidated damages to the Ministry as determined by the competent authority.
- The Government reserves the right to select any tender or reject any or all tenders without assigning any reason whatsoever. It will also not be obligatory on the Govt. to accept the lowest quotation and no explanation shall be given with regard to reason for rejection of quotation of any tender. The Government further reserves the right to terminate the contract at any time without assigning any reason.
- Tenderers are requested to deposit earnest money of Rs. 2,000/- (Rupees Two thousand only) through a crossed demand draft on any scheduled bank in Delhi/ New Delhi drawn in favour of the "**Pay & Accounts Officer, Cabinet Affairs, New Delhi**" along with the quotation. The earnest money deposited by the successful tenderer shall be retained as Security deposit for the due fulfillment/performance of the terms and conditions of the contract. The said security deposits will be refunded after the successful completion of the contract subject to the adjustment of dues against the contractors. The earnest money received from other unsuccessful tenders will be returned without interest

3. If the above terms and conditions are acceptable, quotations in a sealed cover super scribed "QUOTATIONS FOR COMPREHENSIVE MAINTENANCE CONTRACT OF FAX MACHINES", may be deposited in the tender box kept in the custody of SO (A&P), room No. 93, Parliament House (Ph. No. 23034755) latest by 22nd March, 2010 at 3.00 P.M Quotations received till then shall be opened on 22nd March, 2010 at 3.30 P.M in room No. 92, Parliament House, New Delhi.

Yours faithfully,


(U.S. CHATTOPADHYAY)

Under Secretary to the Government of India
Telephone No. 23034899